

**FAIRMONT VILLA MANAGEMENT**  
**PROCEDURE FOR TRANSFER OF OWNERSHIP/NAME CHANGE**

The **original** Certificate of Leasehold Interest must be completed as follows:

**1. BY THE SELLER(S):**

Please complete the top portion marked **ASSIGNMENT**.

- (a) Print on the second line in the space provided the full legal name(s), complete mailing address, telephone number, and e-mail address of the new owner(s).
- (b) Date it.
- (c) Have all former owner(s) sign where it says **Signature of Holder** exactly as the name(s) appear on the front of the Certificate.
- (d) Ensure all signature(s) are witnessed by an independent third party.

**2. BY THE PURCHASER (S) / NEW OWNER(S):**

Please complete the centre portion marked **AGREEMENT OF ASSIGNEE**.

- (a) Read this very carefully.
- (b) All new owner(s) must sign where it says **Signature of Assignee**.
- (c) Date it.
- (d) Ensure all signature(s) are witnessed by an independent third party.

**TRANSFER FEE:**

Transfer fee per lease: \$120.75 (\$115.00 + 5% GST) in **Canadian funds**.

Send the completed Certificate(s), along with a cheque, or money order, made payable to Fairmont Villa Management in the amount of \$120.75, by **registered mail** to:

Fairmont Villa Management  
5247 Fairmont Creek Rd.  
Fairmont Hot Springs, BC  
VOB 1L1

(Or, you can call us toll free at 855-345-6341 to pay the transfer fee by Visa or MasterCard.)

Upon receipt of the above, Fairmont Villa Management will undertake to obtain the consent of Fairmont Hot Springs Resort Ltd., change all records and files, and instruct the Trustee (Green Andruschuk LLP, Chartered Professional Accountants) to issue a new certificate which will be mailed directly to the new owner(s).

**3. PLEASE NOTE:**

- (a) For lost certificates, please contact JoAnne Imeson at 888-433-3777 and ask for an Affidavit for Lost Certificate, which will be mailed to you. This must be signed in the presence of a Notary Public. Also note that there is a \$75.00 (GST included) charge for each lost certificate that needs to be replaced.
- (b) Any outstanding maintenance fees must be paid before any transfer can be completed.
- (c) In the event of death of the owner(s), the following documents must accompany the Certificate of Leasehold Interest:

1. The entire copy of the Last Will and Testament, or a copy of the Letter(s) of Administration or Probate; and
2. A copy of the Death Certificate.

**4.) USE OF PERSONAL INFORMATION**

The information requested will be treated in strict confidence, and will only be used by Fairmont Villa Management, and the Trustee, to proceed with a transfer of legal title of the timeshare lease.